

United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		<b>1. DUTY LOCATION</b> Atlanta, GA		<b>2. POSITION NUMBER</b> (b) (6)	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position <i>055G 6/98, JFS GS-400 9/08; JFS GS-800 11/08; JFS 1300 12/97</i>					
		<b>b. Title</b>		<b>c. Pay Plan</b>	<b>d. Series</b>
<b>Official Allocation</b> <i>★</i>		<i>Supv. Env. Engineer</i>		<i>GS</i>	<i>819</i>
<b>4. Supervisor's Recommendation</b>		Supervisory Environmental Engineer		<i>GS</i>	<i>0819</i>
				<i>14</i>	<i>001</i>
<b>5. ORGANIZATIONAL TITLE OF POSITION (if any)</b>			<b>6. NAME OF EMPLOYEE</b> (b) (6)		
<b>7. ORGANIZATION (Give complete organizational breakdown)</b>			e. Stormwater and Residuals Enforcement Section		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Region 4			g.		
c. Water Protection Division			h. Employing Office Location Atlanta, GA		
d. NPDES Permitting and Enforcement Branch			i. Organization Code TDAC0000		
<b>8. SUPERVISORY STATUS</b>					
<input checked="" type="checkbox"/> [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] <b>Lead</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input type="checkbox"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
<b>9. SUPERVISORY CERTIFICATION</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
<b>a. Typed Name and Title of Immediate Supervisor</b>			<b>d. Typed Name and Title of Second-Level Supervisor</b>		
			(b) (6)		
<b>10. OFFICIAL CLASSIFICATION CERTIFICATION:</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
<b>a. Promotion Potential</b>					
<input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
<b>b. PSB Risk Designation</b>		<b>c. Financial Disclosure Form</b>		<b>d. "Identical, Additional" (IA) Allocation</b> This position	
<input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input checked="" type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		<input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
				<b>e. FLSA Determination</b>	
				<input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input checked="" type="checkbox"/> Executive	
<b>g. Bargaining Unit Code</b>		<b>h. Check, if applicable:</b>		<b>i. Classifier's Signature</b>	
<i>8888</i>		<input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties ( <i>155</i> % of time) <input type="checkbox"/> This position is subject to random drug testing ( )		<i>Kim Cunn</i>	
				<b>j. Date</b>	
				<i>9/30/14</i>	
<b>11. REMARKS</b>					
<i>★ Antidisciplinary 401/819/1301</i>  <div style="text-align: center;">WM-14-101</div>					

## **INSTRUCTIONS**

### **I. ITEMS**

- 1) DUTY LOCATION:** Show the geographical location of the position, e.g., Washington D.C., New York, NY, etc.
- 2) POSITION NUMBER:** To be completed by Human Resources Office or Shared Service Center.
- 3) CLASSIFICATION ACTION:** To be completed by Human Resources Office or Shared Service Center.
- 4) SUPERVISOR'S RECOMMENDATION:** Show the title service (GS, WG, etc) series and grade recommended by the supervisor.
- 5) ORGANIZATIONAL TITLE:** Indicate the organizational title of the position if any, e.g., Division Director, Team Leader, etc.
- 6) NAME:** Name of Employee. If vacant, indicate "vacancy."
- 7) ORGANIZATION:** Show the organizational designation of the position starting with the first subdivision under the EPA. Indicate the official organizational code for the lowest approved organization.
- 8) SUPERVISORY/MANAGERIAL DESIGNATION:** To be completed by immediate supervisor.
- 9) SUPERVISORY CERTIFICATION:** To be certified by the first and second line supervisors who are delegated the responsibility for assigning and reviewing work. Reference appropriate delegations, manuals, and guidelines for limitations on signatory authority. Approval by second line supervisors is not required if the immediate supervisor is an Assistant Administrator, Regional Administrator or Laboratory Director. Signing the position description is an important responsibility; any intentional false or misleading statement in this description or willful misrepresentation thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both (18 U.S.C. 1001).
- 10) OFFICIAL CLASSIFICATION CERTIFICATION:** To be completed by Human Resources Office or Shared Service Center.
- 11) REMARKS:** To be completed by Human Resources Office or Shared Service Center.

### **II. ADDITIONAL INSTRUCTIONS**

Type the duties and responsibilities of this position on plain bond paper and attach to this form.

For specific instructions on how to complete this form, please contact your Human Resources Office or Shared Service Center.

### **III. DISTRIBUTION**

Original to official position description file in the Human Resources Office.  
Copy to Official Personnel Folder (OPF)  
Copy to Employee

**Interdisciplinary  
Supervisory Life Scientist, GS-0401-14  
Supervisory Physical Scientist, GS-1301-14  
Supervisory Environmental Engineer, GS-0819-14**

**PURPOSE OF POSITION AND ORGANIZATIONAL LOCATION:**

**The primary purpose of this position is:** To serve as a first level supervisor, providing planning, directing, organizing, and exercising control over nonsupervisory employees assigned to the Stormwater and Residuals Enforcement Section.

The organizational location of this position is: Stormwater and Residuals Enforcement Section, Clean Water Enforcement Branch, Water Protection Division, Environmental Protection Agency, Region 4, Atlanta, Georgia.

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**ORGANIZATIONAL GOALS OR OBJECTIVES:**

The organizational goals or objectives of this position are to provide supervisory oversight for the Region's compliance monitoring, compliance assistance and enforcement programs associated with the Clean Water Act (CWA), National Pollutant Discharge Elimination System (NPDES) Program in the southeastern states of Region 4, and manage the Stormwater Confined Animal Feeding Operations (CAFOs); and Section 503 Sludge Management (Biosolids) Compliance and Enforcement Programs.

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**DUTY 1:**

30%

**Plans, organizes, and directs the activities of the Stormwater and Residuals Enforcement Section, ensuring that the Section complies with legal and regulatory requirements and meets customer needs.** Develops goals and objectives that integrate organization and Section objectives. Researches, interprets, analyzes and applies the Sections of the Clean Water Act and guidance that are applicable to the Section. Establishes policies and procedures for accomplishment of all applicable programmatic commitments and goals. Plans and schedules work in a manner that promotes a smooth flow and even distribution. Coordinates plans and schedules with other organization managers and customers as appropriate. Identifies need for changes in priorities and takes action to implement such changes. Plans work to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules. Assigns work to subordinate employees based on organization priorities and consideration of difficulty and requirements of assignments such that the experience, training, and abilities of staff are effectively utilized to meet organization and customer needs. Balances workload and provides advice, guidance, and direction on a wide range of water quality monitoring and assessment activities, as well as addressing administrative issues. Structures assignments to create effective and economical positions. Coordinates with other organization managers and customers as appropriate. Reviews organization mission, functions, and manning. Identifies requirements and initiates requests for additional resources including personnel, overtime, equipment, supplies, and space to ensure success in meeting goals and objectives. Provides advice to supervisor of significant issues and problems related to work accomplishment. Establishes metrics and analysis systems to ensure actions are timely and reviewed at critical points. Accepts, amends, or rejects work presented by subordinates. Performs self-inspection and presents detailed and comprehensive report with any corrective action taken to supervisor. Follows-up to ensure complete and quality resolution of discrepancies. Assesses and revises policies and procedures as needed to find ways to improve quality, timeliness, and efficiency of work.

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**DUTY 2:**

30%

**Exercises supervisory personnel management responsibilities.** Advises and provides counsel to employees regarding policies, procedures, and directives of management. Selects or recommends selection of candidates for vacancies, promotions, details, and reassignments in consideration of skills and qualifications, mission requirements, and EEO and diversity objectives. Develops, modifies, and/or interprets performance standards. Explains performance expectations to employees and provides regular feedback on strengths and weaknesses. Holds employees responsible for satisfactory completion of work assignments. Appraises subordinate workers

performance ensuring consistency and equity in rating techniques. Recommends awards when appropriate and approves within-grade increases. Hears and resolves employee complaints and refers serious unresolved complaints to higher level management. Initiates action to correct performance or conduct problems. Effects minor disciplinary measures such as warnings and reprimands and recommends action in more serious disciplinary matters. Prepares documentation to support actions taken. Identifies employee developmental needs and provides or arranges for training (formal and on-the-job) to maintain and improve job performance. Encourages self-development. Approves master leave schedule assuring adequate coverage for peak workloads and traditional holiday vacation time. Demonstrates sensitivity to ideas of subordinates. Promotes an environment in which employees are empowered to participate in and contribute to effective mission accomplishment. Discharges security responsibilities by ensuring education and compliance with security directives for employees with access to classified or sensitive material. Recognizes and takes action to correct situations posing a threat to the health or safety of subordinates. Applies EEO principles and requirements to all personnel management actions and decisions, and ensures all personnel are treated in a manner free of discrimination. Periodically reviews position descriptions to ensure accuracy, and the most effective utilization of personnel resources. Explains classification determinations to subordinate employees.

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**DUTY 3:**

25%

**Represents the Agency with a variety of functional area organizations.** Establishes, develops, and maintains effective working relationships with high level officials within and outside of the Division and Region and in EPA Headquarters; high level officials of other Federal, state and local agencies; key representatives in private industry or public municipalities; engineering and environmental consultants; and officials in National, state and local environmental and public action groups. Meets with key customer and coordinating officials to assess customer satisfaction, explain organization policy and procedures, and resolve problems that arise. Provides or ensures that subordinates provide customer guidance and training. Participates in special projects and initiatives and performs special assignments. Identifies the need for special projects and initiates milestones and goals. Evaluates reports by analyzing facts and performing appropriate research and prepares detailed responses. Determines appropriate recommendations for unresolved or questionable problems and performs follow-up. Researches and determines or recommends appropriate actions or interpretation of issues that impact organization, installation, command, or agency.

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**DUTY 4:**

15%

**Serves as a technical advisor and assistant to the Branch Chief on clean water enforcement issues.** Advises, plans, and/or reviews specific problems, programs, and policies and develops new or improved techniques and solutions related to the compliance monitoring and enforcement of the CWA's NPDES programs. Establishes and maintains partnerships and works with private, public sectors, as well as States, to support the targeting or compliance and enforcement efforts for maximum environmental benefit.

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**RECRUITMENT KNOWLEDGES, SKILLS, AND ABILITIES (KSA):**

1. Knowledge of concepts, principles, and practices of Life Science, Physical Science, or Environmental Engineering sufficient to provide supervisory oversight for the administration of the biosolids, industrial and construction stormwater, and Concentrated Animal Feeding Operations programs with regard to compliance and enforcement activities.
2. Expert skill and abilities are required in the application of new theories and developments in one of the previously mentioned disciplines to the solution of critical resource assessment and planning problems. Identifies and proposes solutions to problems for which current information is inconclusive, or is in the form of suppositions or theories regarding efficacy in treating resource-oriented problems.
3. Knowledge of Clean Water Enforcement programs and EPA responsibilities under the Clean Water Act.
4. Ability to plan, organize, and direct the functions and staff of a small to medium sized organization.
5. Ability to communicate effectively, both orally and in writing.

6. Knowledge of safety and security regulations, practices, and procedures.

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#### **SUPERVISORY CONTROLS:**

The Section Chief exercises supervision to accomplish Section work plans, goals and objectives and regulatory requirements. Incumbent plans work to be accomplished by subordinates and sets and adjusts priorities. Work is assigned to individual staff members or workgroups. The Section Chief reviews final work products and approves them or forwards them on for Branch Chief or Division Director approval if appropriate.

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#### **CLASSIFICATION CRITERIA:**

##### **Factor 1, Program Scope and Effect**

Level 1-3 550 Points

The Incumbent oversees the Section's programs which encompass all of the Southeastern United States (Region 4). The portions of major programs performed within the Section are of a complex, technical/scientific nature, significantly impacting the conduct of Branch, Division and Regional Agency business with other state and local governments and municipalities, and segments of the regulated community and the general population within the Region.

##### **Factor 2, Organizational Setting**

Level 2-2 250 Points

The employee is accountable to the Chief of the Clean Water Enforcement Branch, a position that is one level below the SES Water Protection Division Director.

##### **Factor 3, Supervisory and Managerial Authority Exercised**

Level 3-2c 450 Points

The incumbent plans and schedules work to be accomplished by subordinates, sets and adjusts short-term priorities; assigns work in consideration of employee skills and mission requirements; develops performance standards and rates subordinates' performance; advises employees on work and administrative matters; implements methods and procedures to improve organizational performance; and identifies and provides for employee training and development. The employee also recommends selection of candidates for positions; recommends position structure changes; takes disciplinary actions and hears and resolves formal employee complaints and grievances as delegated by higher level management; and assesses and revises policies and procedures as needed to find ways to improve quality, timeliness, and efficiency of work

##### **Factor 4, Personal Contacts**

###### **Subfactor 4A- Nature of Contacts**

Level 4A-4 100 Points

Personal contacts include high level officials within and outside of the Division and Region and in EPA Headquarters; high level officials of other Federal, state and local agencies; key representatives in private industry or public municipalities; engineering and environmental consultants; and officials in National, state and local environmental and public action groups. Such contacts may involve telephone or personal contacts, small group meetings and public meetings or presentations.

###### **Subfactor 4B- Purpose of Contacts**

Level 4B-3 100 Points

The purpose of contacts is to justify, defend, inform or negotiate in representing the Section, in obtaining or committing resources, and in gaining compliance with established policies or regulations. Contacts often involve active participation in conferences, meetings, audits or presentations involving problems or issues of considerable consequence or importance to the Section's functions.

##### **Factor 5, Difficulty of Typical Work Directed**

Level 5-8 1030 Points

The position is responsible for providing direction and supervision over work at the GS-13 which best characterizes the nature of the basic, mission oriented, nonsupervisory work performed in the organization and which constitutes 25 percent or more of the workload (not positions or employees) of the organization.

##### **Factor 6, Other Conditions**

Level 6-6 1325 Points

Supervision and oversight involve significant and extensive coordination and integration of a number of important projects or program segments of professional, scientific, technical, and managerial or administrative work comparable in difficulty to the GS-13 level. Supervision also involves major recommendations which have a direct

and substantial effect on the organization and projects managed, for instance, where there are significant internal and external program and policy issues involving close coordination and integration of program efforts; restructuring, reorienting or revising immediate and long range goals, objectives, plans, and schedules to meet substantial changes in program activity and/or funding; determinations of projects or program segments to be initiated, dropped, or curtailed; or resources to devote to particular programs.

**Special Situations: NONE**

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**CLASSIFICATION SUMMARY:**

CLASSIFICATION STANDARD(S) USED: US OPM PCS for General Schedule Supervisory Guide, TS-123, April 1993, revised in April 1998.

Total Points: 3805



## Extramural Resources Management Duties Checklist

*This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.*

Employee Information		Percentage of Time Spent on Extramural Resources Management	
Name	(b) (6)		This position has no extramural resources management responsibilities.
Position Number	(b) (6)	✓	Total extramural resources management duties occupy less than 25% of time.
Title	Supervisory Environmental Engineer		Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade	GS-0819-14		Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature

Personnel Specialist's Signature

*Kim Cunniff*

Date

9/30/14

### Part 1. Contracts Management Duties

#### Pre-award:

	Monitors management and performance of	
Plans Procurements		delivery orders/work assignments after award
Estimates Costs		Defines scope of work for work assignments
Obtains funding commitments		Approves payment requests of ACH drawdowns
Prepares procurement requests		Manages cost-reimbursement contracts
Writes statements of work	✓	Reviews invoices
Reviews statements of work	✓	Inspects and accepts deliverables
Processes unsolicited proposals		Other (list)
Responds to pre-award inquiries		
Participates in pre-award conferences		
Conducts technical evaluation of proposals		
Participates in debriefing/protests		
Other (lists)		

#### Post-award:

	Writes reports on contractor performance, costs, and tasks performed	
Prepares delivery orders		Reconciles payments with work performance
Reviews contractor work plans		Closes-out payments
Reviews contractor progress reports	✓	Performs cost accounting
Monitors government-furnished property		Provides assistance to Contracting Officer in settling claims
Monitors cost, management, and overall technical performance of contract after award		Other (list)

#### Percentage of Time Spent on Contracts Management

2 %

*Continued*



<b>Part 2. Grants/Cooperative Agreements Duties</b>		<input checked="" type="checkbox"/> Advises Grants Management Office of potential problems/issues <input type="checkbox"/> Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions <input type="checkbox"/> Approves payments requests or ACH drawdowns <input type="checkbox"/> Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office <input type="checkbox"/> Negotiates amendments <input type="checkbox"/> Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only) <input type="checkbox"/> When necessary, recommends termination of the agreement <input type="checkbox"/> Resolves with Grants Management Office administrative and financial issues <input type="checkbox"/> Conducts periodic reviews to ensure compliance with agreement <input type="checkbox"/> Other (list)
<b>Pre-application/Application:</b>		
<input type="checkbox"/> Prepares solicitation for proposals		
<input type="checkbox"/> Identifies potential grantees for area of program emphasis		
<input type="checkbox"/> Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)		
<input type="checkbox"/> Provides administrative information to applicants		
<input type="checkbox"/> Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant		
<input checked="" type="checkbox"/> Assists applicant in resolving issues in application		
<input type="checkbox"/> For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement		
<input checked="" type="checkbox"/> Negotiates level of funding		
<input checked="" type="checkbox"/> Conducts site visits to evaluate program capability		
<input type="checkbox"/> Serves as resource to Selection Panel		
<input type="checkbox"/> Informs applicants of funding decisions		
<input type="checkbox"/> Other (list)		
<b>Award:</b>		
<input type="checkbox"/> Prepares funding package, including Decision Memorandum		
<input type="checkbox"/> Obtains concurrences/approvals		
<input type="checkbox"/> Reviews/concurs in completed document		
<input type="checkbox"/> Establishes project file		
<input type="checkbox"/> Other (list)		
<b>Project Management/Administration:</b>		
<input checked="" type="checkbox"/> Monitors recipient's activities and progress		
<input checked="" type="checkbox"/> Reviews reports and deliverables and notifies recipient of comments		
<input type="checkbox"/> Provides technical assistance to recipients		
<b>Percentage of Time Spent on Grants/Cooperative Agreements Management</b>		
		<u>2</u> %
<b>Part 3. Interagency Agreements Duties</b>		
<b>Pre-Agreement:</b>		
<input checked="" type="checkbox"/> Plans and negotiates work effort		
<input type="checkbox"/> Estimates costs		
<input type="checkbox"/> Obtains funding commitments		
<input type="checkbox"/> Prepares commitment notice		
<input type="checkbox"/> Writes or reviews scope of work		
<input type="checkbox"/> Responds to pre-agreement inquiries		
<input checked="" type="checkbox"/> Participates in pre-agreement conferences		
<input type="checkbox"/> Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)		
<input type="checkbox"/> Negotiates and ensures execution of Superfund State Contracts (Superfund only)		
<input type="checkbox"/> Performs technical evaluation of work plan and budget		
<input type="checkbox"/> Prepares funding package and obtains necessary concurrences		
<input type="checkbox"/> Other (list)		
<b>Project Management/Administration:</b>		
<input checked="" type="checkbox"/> Reviews progress reports/financial reports		
<b>Percentage of Time Spent on Interagency Agreements Management:</b>		
		<u>2</u> %





United States  
ENVIRONMENTAL PROTECTION AGENCY  
Washington, DC 20460

## Position Risk Designation Checklist

AAship/Region: Region 4 Type of Action: Reassignment SF 52 Request No.: WM-14-

Position Title/Series/Grade: Supervisory Environmental Engineer/GS-0819-14

Full Performance Level (FPL) of Position: GS-14  
(Risk designation is based on FPL)

Functional Title (if applicable): Chief  
(Position's primary function, e.g., official position title may be Life Scientist, but function may be Permit Writer)

Funding: A fingerprint check and, if needed, a background investigation will be funded through your Working Capital Fund (WCF) Service Agreement. Please provide the Service Agreement No.: 14BV04A0013. (Your Service Agreement Account Owner can help you with this.) **Please Note:** This SF 52 action will not be processed unless the service agreement number is provided.

**DIRECTIONS:** Hiring officials or supervisors must complete this form for all personnel actions (appointments, details, promotions, reassignments, recruitments) involving a change in position description exceeding 180 days. The completed form will help the Personnel Security Branch (PSB) determine the position's appropriate risk level. This form must be submitted with the SF 52 package. Answer all "Yes/No" questions based on the FPL position description. Where explanations are requested, attach additional pages, as needed. If you have questions, please contact your local HR representative or service center.

1. Has the risk level of this position already been designated at the full performance level? ☐ Yes ☒ No  
What is the name of the incumbent of the above position? \_\_\_\_\_  
If you answered "Yes" to question 1, please skip all remaining questions, print pages 1-2, and sign and date the form.

2. Is the position one of the following predesignated positions? ☐ Yes ☒ No  
If "Yes," please indicate the position below, answer question 3, skip remaining questions, print pages 1-2, and sign/date the form.

**NOTE:** Unless otherwise specified, these predesignations are effective up to and including Grade 13. Grade 14 and 15 positions must be individually designated, requiring the completion of questions 3 through 18.

- |  |   |
|--|---|
| <input type="checkbox"/> Attorney—Moderate   | <input type="checkbox"/> IT Specialist (Enterprise Architecture)—Moderate                     |
| <input type="checkbox"/> Bench Scientist, such as chemist, biologist, etc. —Moderate | <input type="checkbox"/> IT Specialist (Internet)—High  |
| <input type="checkbox"/> Contract Project Officer—Moderate                           | <input type="checkbox"/> IT Specialist (Network Services)—High                                |
| <input type="checkbox"/> Contract Specialist—Moderate                                | <input type="checkbox"/> IT Specialist (Operating System)—High                                |
| <input type="checkbox"/> Criminal Investigator (all grades, all positions)—High      | <input type="checkbox"/> IT Specialist (Policy and Planning)—Moderate                         |
| <input type="checkbox"/> Deputy Division or Division Director—High                   | <input type="checkbox"/> IT Specialist (Security)—High  |
| <input type="checkbox"/> Financial Specialist/Accountant/Budget Analyst—Moderate     | <input type="checkbox"/> IT Specialist (System Administrator)—High                            |
| <input type="checkbox"/> Grants Project Officer—Moderate                             | <input type="checkbox"/> IT Specialist (Systems Analysis)—Moderate                            |
| <input type="checkbox"/> Grants Specialist (GS 12 and below)—Low                     | <input type="checkbox"/> On-Scene Coordinator (all grades, all positions)—High                |
| <input type="checkbox"/> Grants Specialist (GS 13 and above)—Moderate                | <input type="checkbox"/> Permit Writer—Moderate   |
| <input type="checkbox"/> HR Specialist (Benefits)—Moderate                           | <input type="checkbox"/> Public Affairs Specialist/Community Involvement Coordinator—Moderate |
| <input type="checkbox"/> HR Specialist (Classification)—Low                          | <input type="checkbox"/> QA Scientist —Moderate   |
| <input type="checkbox"/> HR Specialist (ER/LR)—Moderate                              | <input type="checkbox"/> RCRA Corrective Action Officer—Moderate                              |
| <input type="checkbox"/> HR Specialist (Generalist)—Moderate                         | <input type="checkbox"/> Remedial Project Manager—Moderate                                    |
| <input type="checkbox"/> HR Specialist (Staffing)—Moderate                           | <input type="checkbox"/> Site Assessment Manager—Moderate                                     |
| <input type="checkbox"/> HR Specialist (Training)—Low                                | <input type="checkbox"/> Support Services Specialist—Moderate                                 |
| <input type="checkbox"/> Inspector—Moderate  | <input type="checkbox"/> Toxicologist—Moderate  |
| <input type="checkbox"/> IT Specialist (Application Software)—High                   |   |
| <input type="checkbox"/> IT Specialist (Customer Service)—Moderate                   | <input type="checkbox"/> OIG Employee (all grades, all positions)—High                        |
| <input type="checkbox"/> IT Specialist (Data Management)—Moderate                    | <input type="checkbox"/> Other Known High-Risk Position—High                                  |
|  | <input type="checkbox"/> Supervisor of High-Risk Employee(s)—High                             |

3. Requires access to classified information or materials? ☐ Yes ☒ No (If "Yes," include clearance justification w/package.) What clearance level is required? ☐ Secret ☐ Top Secret

**NOTE:** If you answered "Yes" to No. 2 and have answered No. 3, skip remaining questions, print pages 1-2, and sign/date the form.

Answer all "Yes/No" questions based on the FPL position description. If explanations are requested, attach additional pages.

4. Requires access to sensitive information or materials? ☒ Yes ☐ No (If "Yes," check all that apply.)
- |  |   |
|--|---|
| <input type="checkbox"/> EPA's financial resources/records | <input type="checkbox"/> Confidential business information  |
| <input type="checkbox"/> Proprietary information           | <input checked="" type="checkbox"/> Personally identifiable information (e.g., address)                       |
| <input type="checkbox"/> Audits (e.g., financial reviews)  | <input checked="" type="checkbox"/> Sensitive personally identifiable information (e.g., SSN, date of birth)  |
| <input type="checkbox"/> Investigations (e.g., CID)        | <input type="checkbox"/> Other information that, if compromised, could cause harm (describe on separate page) |
5. The scope of this position is: ☐ Local ☒ Regional ☐ National ☐ Global
6. The impact/potential harm this position could cause would be: ☒ Internal to EPA ☐ Multi-Agency/Government-wide ☐ Beyond the Government
7. Position is a presidential or political appointment: ☐ Yes ☒ No
8. Requires access to hazardous or dangerous material (nuclear, biological, or chemical): ☐ Yes ☒ No  
What materials are involved? \_\_\_\_\_
9. Makes policy that affects AAship, Regional or Agency operations (not simply local branch or section operations):  
☐ Yes ☒ No Describe: \_\_\_\_\_
10. Makes independent decisions or authoritative recommendations that are not subject to substantive verification or supervisory approval/sign off: ☒ Yes ☐ No
11. Obligates the agency to take action or spend funds: ☐ Yes ☒ No  
What actions? \_\_\_\_\_  
What amount of funding typically? \_\_\_\_\_ What is the ceiling? \_\_\_\_\_
12. Interacts with external contacts when performing duties and/or represents the agency to citizens or external organizations: ☐ Yes ☐ No (If "Yes," check all that apply.)
- |  |  |
|--|--|
| <b>Communicates with:</b>  | <b>Communication methods:</b>  |
| <input checked="" type="checkbox"/> EPA personnel  | <input checked="" type="checkbox"/> Shares factual information (e.g., technical or policy reports, outreach, or public relations material) |
| <input checked="" type="checkbox"/> Government entities outside of EPA   | <input checked="" type="checkbox"/> Participates in meetings, conferences, or seminars   |
| <input checked="" type="checkbox"/> Audience beyond government, including media, private industry, academia, environmental interest groups | <input type="checkbox"/> Posts material on the EPA intranet or public website  |
|  | <input checked="" type="checkbox"/> Represents agency or negotiates/defends significant or controversial matters                           |
13. Protects or identifies critical infrastructure systems/programs, such as water treatment, other utilities, or telecommunications: ☐ Yes ☒ No  
What systems/programs are involved? \_\_\_\_\_
14. Directly enforces health regulations and/or protects public safety: ☒ Yes ☐ No
15. Investigates or audits government or nongovernment personnel, programs, and/or activities: ☐ Yes ☒ No  
(Note: Relates to investigating and auditing, but not simply overseeing.)  
What personnel, programs, and/or activities are involved? \_\_\_\_\_
16. Information technology (IT) position that creates, programs, administers, or protects government IT systems, databases, or infrastructure: ☐ Yes ☒ No (Note: Does not apply to positions that only use IT systems.)
17. Requires official EPA credentials: ☐ Yes ☒ No  
(Note: Credential bearers represent the agency and perform specific civil enforcement tasks, e.g., EPA inspectors.)
18. Other unique or critical characteristics/duties/requirements not previously covered? ☐ Yes ☒ No  
Describe: \_\_\_\_\_

(b) (6)

Title

Date